

CLASS TITLE: **Supervisor of Accounts**

CHARACTERISTICS OF THE CLASS: Under general supervision, a Supervisor of Accounts oversees and participates in the fiscal management of the operating budget for a small City department; and performs related duties as required.

ESSENTIAL DUTIES: Coordinates and monitors the work of staff engaged in accounts payable/receivable, purchasing and budget preparation activities; compiles budget requests from departmental divisions and recommends spending levels based on previous expenditures and proposed programs and services; updates and maintains database records to analyze current and future funding. Oversees the preparation and processing of vouchers for payment to vendors and for interfund services; serves as liaison to private contractors and operating departments in tracking the status of processed payments and resolving related issues; posts financial transactions to manual and computerized ledgers and maintains control over departmental accounts; requests the transfer of monies between accounts to ensure fund availability; prepares financial reports to summarize expenditures. Instructs personnel in new or modified accounting systems and processing procedures; may monitor payroll expenditures for temporary or seasonal employees; may coordinate and provide general administrative support for the department.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Accounting or a related field with 15 semester hours in Accounting supplemented by three years of progressively responsible professional accounting experience, or an equivalent combination of training and experience is required.

Knowledge, Abilities and Skill. Considerable knowledge of generally acceptable accounting principles. Considerable knowledge of budget preparation. Knowledge of fiscal reporting.

Ability to plan, organize, supervise and review the work of subordinate personnel. Ability to interpret, analyze and evaluate financial data. Ability to prepare financial statements and reports.

Considerable skill in the application of accounting principles, practices and methods. Considerable skill in financial report preparation.